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30 July 1971

MEMORANDUM FOR: Director of Training

SUBJECT : Support School Weekly Report

A. ADMINISTRATIVE TRAINING

1. Training Course for Technical Officers (Contract Overrun)

25X1A5a1 [] has been notified by the
Procurement Division, OL, that they have been awarded the contract for
25X1A5a1 developing and conducting the three-day portion of the Training Course for
Technical Officers. Security clearances have been requested for key []
personnel; and briefings on the Agency's policies and organization pertinent
to an understanding of our procurement system will be given to them as soon
as the clearances are received.

2. Logistics Orientation Course

The schedule for the Office of Logistics' "Logistics Orientation
Course," a course developed by OL for its careerists at all levels, has been
received and contains two presentations to be made by staff members of this
school - one on the subject of Cables and Dispatches; the other on the Field
Finance and Logistics course. The first Logistics Orientation course is to
be held from 18-29 October.

3. Request for Reading Improvement and Technical Writing Course

25X1A5a1 The National Photographic Interpretation Center has requested that
we arrange for the conduct of Reading Improvement and Technical Writing
Courses for their personnel in September and November at [] 25X1A6a
Negotiations will be conducted with USDA Graduate School for the Reading
courses and with the [] for the Technical
Writing Course.

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B. MANAGEMENT TRAINING

1. MEDC

Informal arrangements have been made for the field trip of the 30th Midcareer Class scheduled for the first week in November 1971. We will take the group to Headquarters, SAC, Offutt AFB, Nebraska, the 90th Strategic Missile Wing at Warren AFB, Wyoming and NASA, Cape Kennedy, Florida.

2. DELPHI

Questionnaires comprising OTR DELPHI Round Two were sent out and returned for processing during the past week. It is anticipated that Round Three will be ready for distribution to the 16 OTR respondents during the week of 2 August. No significant problems have been encountered thus far.

C. GENERAL

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[] completed the three week National Interdepartmental Seminar on 30 July and [] represented the Agency at the one week "Seminar on Management Training and Development" at the Federal Executive Institute.

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[]
Acting Chief, Support School, OTR

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